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Ontario Department of Education

SYLLABUS

OF

SUMMER COURSES AND EXAMINATIONS

FOR

Teachers' Certificates

IN

The Commercial Subjects

1920

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SUMMER COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN THE COMMERCIAL SUBJECTS

COURSES OF STUDY

1. The courses leading to certificates in the commercial subjects are divided into four parts. For Parts A and B there will be a beginner's class as well as an advanced class. These classes will be conducted concurrently. Beginners are advised that the work prescribed under Parts A and B cannot be thoroughly covered in a shorter time than two Summer Sessions.

PART A.

Stenography: Theory

The principles of The Isaac Pitman system of Stenography.

Stenography: Practice and Typewriting

(*a*) Stenography: Writing business correspondence and legal documents from dictation at a speed of sixty words per minute; and the transcription of these shorthand notes on the typewriter at a speed of twelve words per minute.

(*b*) Typewriting: Copying, invoicing, billing, columnar statements, etc.

Part B.

Bookkeeping: Practice

Making the proper records and financial statements from given data. Single proprietor, partnership, and corporation accounting.

Bookkeeping: Theory

Single and double entry; general merchandising, commission business, manufacturing; single proprietor, partnership and corporation accounting, and changing from one form of ownership to another; plant, labour, material, departmental accounts, cost accounting so far as is covered in Course II of The Ontario School Bookkeeping; practical treatment of such accounts as bank, discount, freight, suspense, bad debts, depreciation, etc.; columnar cash books, journals, etc.; self-balancing ledgers; and the various forms of books necessary for the different kinds of business; manufacturing, trading, and profit and loss accounts, balance sheets; statements of income and expenditure, and of receipts and disbursements; banking, savings, and current accounts, collection and exchange, statements of banks and other corporations.

Business Practice and Business Law

(*a*) Business Papers: Receipts, releases, promissory notes, chattel notes, lien notes, instalment notes, drafts, bills of exchange, orders, due bills, deposit slips, cheques, bank drafts, draft requisitions, deposit receipts, bank pass books, bills, invoices, credit invoices, accounts, monthly statements, warehouse receipts, bills of lading, freight bills, proxies, powers of attorney, agreements, bonds, debentures, leases, instalment scrips, stock certificates, stock transfers.

(*b*) Business Law: Negotiable paper, indorsement, acceptance, discharge, dishonour, protest, negotiability and assignability, accommodation paper; statute of limitations; statute of frauds; interest; legal tender, payments, collection of accounts; partnership, joint stock companies; insurance; liability as partner, shareholder, director, agent, indorser, etc.; contracts; property; mortgages; guarantee and suretyship; shipper and carrier; mechanics' lien; landlord and tenant; principal and agent; master and servant; wills and succession duties; copyrights, trade marks, industrial designs, patent rights.

Penmanship

Theory and practice of penmanship; position and movement; principles of letter formation; graceful, legible business writing; ledger headings, figures, marking.

Mercantile Arithmetic

Interest, discount, commission, duties and customs, stocks and investments, partnership settlements, partial payments, equating or averaging accounts, compound interest, exchange, practical measurements, and the metric system.

PART C.

Arithmetic of Investment.

Compound interest, annuities certain, sinking funds and depreciation, formation of interest and annuity tables, the application of logarithms, the valuation of bonds.

Auditing

Object, scope, and advantages of an audit; preliminary steps; instructions to the bookkeeper before an audit; continuous and complete audits; relation to prior audits; vouchers; trial balances and balanced books; individual, partnership, and company ownership; methods of accounting; different classes of audits, as commercial, mining, financial; valuation and verification of assets and liabilities; depreciation, discounts, bad and doubtful debas, reserve funds, etc.; preliminary expenses, directors' fees, etc.; foreign exchange; nature of profits; forms of accounts and balance sheets; auditors' reports, recommendations and certificates.

Money and Banking

Theory of money, its history and functions; credit; mechanism of exchange. nature and function of banks, management of reserves, note issue, redemption fund, leading banking systems of the world, especially those of Canada and the United States, clearing houses, savings banks, trust and loan companies; balance of trade, meaning and effect on exchange, the provisions of the Bank Act, the Currency Act, and the Dominion Notes Act.

PART D.

Theory of Economics

Principles of production, distribution, and exchange. Economic theories of value, rent, wages, profits and interest; land, labour and capital; industrial combinations, extent, dangers and advantages; socialism.

National and local finance; public debts, methods of extinction and conversion; sinking funds; public domain—lands, forests minerals; principles of taxation.

Economic Geography

Physical Geography in its economic aspects and the relation of these aspects to the natural resources of the chief countries. The raw material of commerce—food stuffs, textile fabrics, building material, and materials for use in the arts.

History of Commerce and Industry

Ancient and Mediæval commerce; the influence of Venice; the Crusades; the mediæval guilds and their relation to modern trade unions; commercial significance of the great geographical discoveries of the fifteenth century; the Dutch commercial ascendency; struggle of the English, French and Dutch for the first place in commerce; the English industrial revolution; commercial significance of the Napoleonic wars; England's industrial and commercial supremacy; French industry and commerce since the overthrow of Napoleon; the German Empire and its commercial position; recent economic growth of Russia; the Balkan States; and the commercial position of South America, Africa, Asia (especially the influence and growth of the Japanese and Chinese nations), and Oceania.

BOOKS OF REFERENCE

2. The following list of books is recommended for reference; those marked with an asterisk are of special importance:

Parts A and B

*Ontario School Bookkeeping—Second Course $1.00
Educational Book Co., Toronto.

*Joint Stock Company Accounts. Hoskins 2.00
Commercial Text Book Co., Toronto.

Manufacturers' Accounts. Eddis and Tindall 2.00
Accountancy Book Publishing Co., Toronto

*Accounting in Theory and Practice. Lisle 4.25
Wm. Green and Sons, Edinburgh.

*Elements and Accounts. Klein 2.00
D. Appleton and Co., New York.

Digest of Canadian Mercantile Law. W. H. Anger 2.00
W. H. Anger, Toronto.

Acts: The Bills of Exchange Act, 25c.; The Bank Act, 25c.; The Currency Act, 15c., The Dominion Companies Act, 25c.; The Ontario Joint Stock Companies' Act ..... .50
Carswell Co., Toronto.

The Ontario Writing Courses, Book III ..... .03

The Ontario Teachers' Manuals: Writing ..... .19

Course in Isaac Pitman Shorthand, Centenary Edition 1.50
Commercial Text Book Co., Toronto.

Expert Typwriting. Fritz and Eldridge ..... .85
American Book Co., New York.
Morang Educational Co., (Agents) Toronto.

Parts C and D

Algebra for Matriculation (chapters on Progressions, Logarithms, Annuities). Hall and Knight ..... .90
The Macmillan Co., Toronto.

The Theory of Finance. Geo. D. King..... 1.25
Charles and Edward Layton, London, Eng.

or

*Interest and Bond Values. M. A. Mackenzie 1.00
University Press, Toronto.

*Auditing: Theory and Practice. Montgomery. Student's Edition 3 00
Ronald Press Co., New York.

Pitman's Commercial Geography ..... .85
Commercial Text Book Co., Toronto.

Commercial Raw Materials. Toothaker 1.25
Ginn and Co., New York.

Ontario High School Physical Geography ..... .60
Morang Educational Co., Toronto.

Canada Year Book
Department of Agriculture, Ottawa.

Canadian Almanac ..... .60
The Copp, Clark Co., Toronto.

History of Commerce. Clive Day 2.00
Longmans, Green and Co.

*Money and Banking. Scott 2.00
Henry Holt and Co., New York.

Money and Mechanism of Exchange. Jevons 1.75
D. Appleton and Co., New York.

Elements of Foreign Exchange. Franklin Escher 1.00
The Bankers' Publishing Co., New York.

Canadian Banking System. J. F. Johnston ..... .30
Supt. of Documents, Government Printing Office, Washington, D.C.

Outlines of Economics. R. T. Ely 2.00
The Macmillan Co., Toronto.

EXAMINATIONS

3. (1) The examinations in Parts A, B, C, and D may be taken one or more at a time, and in any order.

(2) There will be one examination paper in each of the subjects. The examination in Stenography and Typewriting will be practical and will include (*a*) dictation and transcription on a typewriter, and (b) typewriting from given printed matter.

(3) The requirements for pass in each Part will be fifty per cent. of the marks for each paper or test (valued at 100).

(4) A candidate who fails in not more than one subject or test of a Part may take that subject or test at a subsequent examination.

CERTIFICATES

4. (1) Candidates who pass the examinations in the subjects of Parts A and B, as prescribed above, will be granted certificates as teachers of the Elementary Commercial subjects valid in a Public, Separate, High or Continuation School, if otherwise qualified to teach in such schools.

(2) (*a*) Candidates who hold certificates qualifying them to teach in a High School and who pass the examinations and other tests in the subjects of Parts A, B, C, and D as prescribed above, and who hold a degree in Arts from a British University on courses approved by the Minister, obtained before or after the Specialists' examination, will be granted certificates as Commercial Specialists valid in a High School or Collegiate Institute; but candidates who not later than August, 1915, passed the examination for Part I or Part II may complete the examination provided they hold at least a High School Assistant's certificate.

(*b*) Certificates of graduation in the present Honour Courses in Political Science of Toronto, Queen's and McMaster Universities will be accepted in lieu of the examinations prescribed in Parts C and D.

(*c*) The certificate in the Elementary Commercial subjects granted under Regulation 8 (1) of the High School Regulations of 1913 will not be accepted in lieu of the examinations in Parts C and D.